



THE DIVISION OF FLEET & SURPLUS SERVICES State of the Fleet

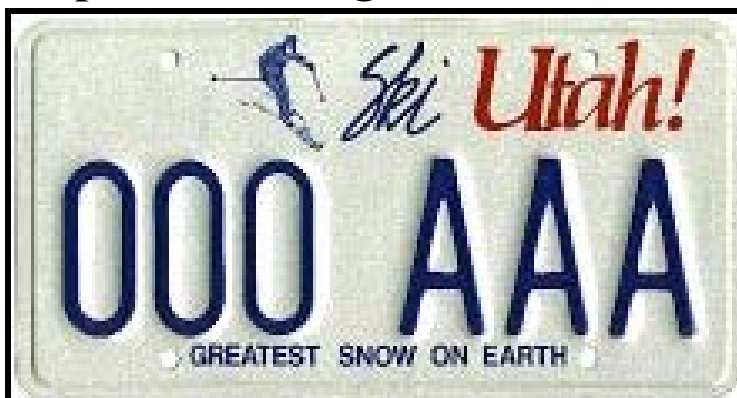
Special points of interest:

- LAN Dude, Peter Musser officially assimilated into ITS Program
- 15-Passenger Vans Available at Draper Location.
- DFSS Director to visit agencies regarding mandated 5% decrease in state fleet vehicles. (See full story in August Newsletter.)
- Compressed Natural Gas use up in state vehicles.

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Operations Program Able to License Vehicles



Spring is the busy time of year for the staff members of the Operations Program. It's not only the time of year when new vehicle licensing is done, but it is also the time of year when the registrations for more than 7,000 state vehicles become due. The Division of Fleet and Surplus Services (DFSS) has partnered with the Tax Commission to minimize the time and labor needed to complete both tasks. Operations personnel can now issue vehicle license plate and registration decals to their customers without having to make the trip to the Department of Motor Vehicles (DMV).

"We have a computer that is set-up to access the Tax Commission database so that we

can issue new plates and do registration renewals right here," said DFSS Purchasing Agent, Anne Stehno. "And we get to keep an inventory of 'ex' plates, unmarked plates and renewal decals at our office."

In May 2002, the Tax Commission began training Stehno and Licensing Technician, Charlotte Wilkes, to use the program and the procedures required when licensing a vehicle. The program training was a four-hour class given at the Tax Commission. However Stehno stated that this computer program is like any other, the more you use it, the more proficient you become. Other members of the Operations team also received the training to

provide back-up for Stehno and Wilkes.

The renewal process for DFSS customers is virtually the same as in previous years, with one big exception. The turn around time from the time the emissions and inspection is received

by Operations to the time the customers receives the decals is now only one week and in some extreme cases, where the registration is already expired, the renewal can be issued while the customer waits. In years past this process could take more than a month.

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Statistical Information Fiscal Year 2001

**Total new vehicles
placed in service:
1,252**

**Total unmarked
vehicles in fleet:
686**

**Total patrol vehicles
in fleet: 539**

**Total vehicles retired:
1,260**

July News Briefs...

Summer Hours

Beginning July 1, 2002 the State Surplus Property Program will begin its summer hours. The new hours will be Tuesday through Friday 10:00 a.m. to 7:00 p.m. and Saturday 7:00 a.m. to 4:00 p.m. The State Surplus sales will be closed Sunday and Monday. The Federal program will continue the regular hours of Monday through Friday 8:00 a.m. to 5:00 p.m. closed Saturday and Sunday.

The Division of Fleet and Surplus Services (DFSS) will use the summer as a pilot program to determine if the new hours will allow more of the public to purchase state surplus items. The pilot will run through Labor Day, at which time it will be decided if the new hours will become permanent.

Training Day

On Monday, June 24, 2002, the Federal Surplus Property held its second annual Small Business Administration (SBA) section 8 (a) program open house. The section 8 (a) program is geared toward minority enterprise development. The open house was held to familiarize any new companies associated with the SBA about the Federal Surplus Program, how it works and what money saving

opportunities are available through the program.

After a short presentation, the group was given a tour of the facility. SBA officers Josie Valdez, Linda Glines and a Business Opportunity Specialist from the SBA district office were also in attendance.

New DFSS Rules to be in Place Soon

There have been several proposed new rules or changes to current rules submitted to the Division of Administrative Rules for comment prior to being made effective. Full text of the rules or changes have been made available on the [Fleet Rules](#) page of the Division of Fleet & Surplus Services (DFSS) web-site.

R027-004 is a new proposed rule regarding vehicle replacement and fleet expansion vehicles.

R027-007 is a proposed repeal and reenact regarding safety and loss prevention of state vehicles.

R027-003-(6) is a proposed change to the commute request process under the vehicle use rule.

All proposed rules and changes could become effective as soon as August 1, 2002.

**New Summer
Hours for State
Surplus
Property Sales
Begin July 1st.**

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"I'm so excited about this," Stehno said. "It makes things so much easier."

The Operations staff can also print duplicate copies of vehicle registrations in the event one gets lost or destroyed.

"We used to run off copies of the registration to keep in the vehicle so that the original would be on file in case the one in the car got lost. This year we won't have to kill so many trees," Wilkes said.

Although Stehno and Wilkes are currently limited to licensing and registration, they hope to be able to issue second plates to a vehicle when changing its status, ie: marked to unmarked, or replace missing registration decals, within the year.

Dan Martinez Named State Employee 2002



was chosen from 37 nominees for his dedication to his customers. The Lieutenant Governor, Olene Walker, presented Martinez and the six semi-finalists with their awards on Monday, June 17, 2002 in the

from other state programs. He is well received by customers and colleagues alike. Several submitted letters of recommendation to the award committee once they had learned he had been nominated.

Martinez' efforts during the past year were instrumental in the Surplus Property Program receiving an award from the U.S. Small Business Administration's Minority Enterprise Development Program.

Martinez has been an employee of the state for more than 16 years, during which time he has also been named Division Employee of the Year.

DFSS would like to congratulate Dan on the receipt of this award.

The Division of Fleet and Surplus Services' (DFSS) Dan Martinez was recently named as the 2002-2003 State of Utah Employee of the Year. Martinez, who is a Federal Property Utilization Officer for the Surplus Property Program,

State Capitol Rotunda. The Manager of the Year award and the semi-finalists were also presented at that time.

The nomination form submitted to the award committee on Martinez' behalf described his willingness to assist customers, not only from the Utah program, but also

**Al Orwin
has earned
his 7th "Pat
on the Back!"
He will now
receive a
paid day-off
or \$100.00 !**

July Incentive Awards Winners

June 2002, was a slow month for Division of Fleet and Surplus Services employees, or perhaps it was an extremely busy month. At any rate, there was only one nomination submitted to the Incentive Awards Committee.

Recognition Award

Al Orwin has been honored with a hearty "Pat on the Back" for his excellent customer service skills. The nomination stated that several vendors had mentioned what a pleasure it is to work with Orwin. The nomination also claimed that everyone's job is a bit easier because of his pleasant attitude and willingness to help out.

Starfish Award

The Incentive Committee chose to award the monthly Starfish Award to Kelly Kay. Her efforts to keep the Fish Philosophy alive during the past year have been outstanding. We really appreciate all of her playfulness, thoughtfulness and support.

Traveling Gus Award

Rich Hullinger has passed Gus to Dave Rees this month. Rees was chosen due to his efforts in developing the billing report on the division web site. Hullinger stated that this report has made his life much easier.

Congratulations to all of this month's award recipients. To nominate someone, simply fill-out and submit an [Incentive Nomination Form](#).